

Section 15.4 PARAMS MENU**System Tables****Distribution Matrix**

Purpose	This section provides the procedures for a user to specify the earnings type to which a benefit type can be distributed.
Window Name	Distribution Matrix
Reminders	<ol style="list-style-type: none"> 1. The Distribution Matrix window is accessed through the <u>P</u>arams, <u>S</u>ystem Tables, <u>D</u> - Distribution Matrix items on the menu bar. 2. The Distribution Matrix window is used to specify the distribution of a benefit (i.e., health insurance) when the standard distribution is not desired. A user defines the Pay Type as a benefit in the Agency Pay Type window then identifies the Hours Type associated with the desired distribution (i.e., REG1, REG2 etc.) in the Distribution Matrix window. 3. The Distribution Matrix window contains a Selection Criteria window and a Selection List window. The minimum selection criteria is Department and Agency. A user has the option to select ALL Pay Types for ALL Class Types for a department by selecting a department and agency then clicking on the Select button. A user may also select a specific Pay Type for a specific Class Type from the dropdown list or click on the New button to set up a new Distribution Matrix. Once the Select button has been clicked, the selection is displayed in the Selection List window, highlight the appropriate data and click on the Detail button to change or delete data. A user may add a new Distribution Matrix from the Selection or Detail Data windows.
References	<i>No specific references</i>

Distribution Matrix

The following window is displayed when Params, System Tables, D - Distribution Matrix is selected from the Menu bar. The steps are described on the following page.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Distribution Matrix

Selection Criteria

Dept: 01 Agy: 01 Pay Type: 3 Class Type: 4 Effective Date: 03/14/2001

Select Detail

Selection List

Pay Type	Pay Type Group	Class Type	Start Date	End Date
ANLV	SW	Contractual	10/08/1994	12/31/2222
ANLV	SW	Unclassified	10/08/1994	12/31/2222
ANLV	SW	Classified	10/08/1994	12/31/2222

<=> New Delete Save Close

Ready

DCDS Input Procedures

Distribution Matrix (Selection Criteria)

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default. Note: When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.
2	Agency*	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default.
3	Pay Type	Select the appropriate Pay Type (ANLV, REG1, etc.).
4	Class Type	Select the appropriate Class Type (Classified, Unclassified, Contractual, or Per Diem).
5	Effective Date	Enter the Effective Date of the Distribution Matrix, if applicable. The default is the current date.
6	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window.
7	Selection List	Highlight the data to be updated and click the Detail button. The Detail Data window will then be displayed.

**indicates a required field that must be entered.*

Distribution Matrix (Selection List)

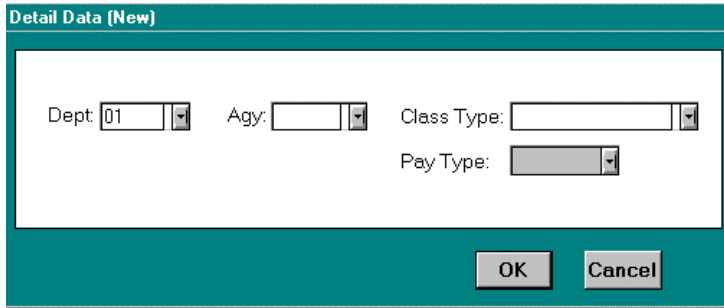
The following information is displayed:

Field Name	Description
Pay Type	The Pay Type selected.
Pay Type Group	The Pay Type Group selected.
Class Type	The Class Type selected.
Start Date	The date the selected data became effective.
End Date	The date the selected data will no longer be effective. The default is 12/31/2222.

DCDS Input Procedures

Distribution Matrix

Follow the steps below to add, update or delete a distribution matrix.

Step	Field Name	Action
Add New Distribution Matrix		
	New Button	<p>Click on the New button located at the bottom of the window (or press Alt + N). This displays the Detail Data (New) window to add a new Distribution Matrix. The New button may be clicked from the Selection or Detail windows.</p>  <p>Enter or select from the dropdown list the department, agency, class type and pay type. Click on the OK button. This displays the Detail Data window allowing the user to add Distribution Matrix information. Click the Cancel button to cancel the action and remove the window.</p>
Update Distribution Matrixes		
	Detail Button	<p>Enter the required selection criteria and click the Select Button. Highlight the Distribution Matrix in the Selection List window to update.</p> <p>Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window to update Distribution Matrix information.</p>

**DCDS Input Procedures
Distribution Matrix**

<i>Delete Distribution Matrix</i>		
	Delete Button	<p>Enter the required selection criteria and click the Select button. Highlight the Distribution Matrix to be deleted.</p> <p>Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window allowing the user to delete the data.</p> <p>Click on the Delete button located in the bottom right hand corner of the window (or press Alt + D). This deletes the Distribution Matrix displayed in the Detail Data window.</p>

DCDS Input Procedures

Distribution Matrix

The following window is displayed when the **Detail** button is clicked. The steps are described on the following page.

The screenshot shows the 'Distribution Matrix' window with the following details:

Selection Criteria:

- Dept: 01
- Agy: 01
- Pay Type: (empty)
- Class Type: (empty)
- Effective Date: 02/01/2001

Selection List:

Class Type	Non-Hours Pay Type	Pay Type Group	Start Date	End Date
Contractual	ANLV	SW	10/08/1994	12/31/2222

Detail Data:

Start Date	End Date	Hours Type	Modified User ID	Modified Date
11/11/2000	12/30/2000	ANLV	T_HRMND99	10/02/2000 15:51:23
12/31/2000	12/31/2222	ANLV	T_HRMND99	10/02/2000 15:51:23
11/11/2000	12/31/2222	REG1	T_HRMND99	10/02/2000 15:51:23
03/14/2001	12/31/2222			

Buttons at the bottom: New, Delete, Save, Close.

The following window is displayed for a **New** Distribution Matrix:

The screenshot shows the 'Distribution Matrix' window with the following details:

Selection Criteria:

- Dept: 01
- Agy: 01
- Pay Type: (empty)
- Class Type: (empty)
- Effective Date: 02/01/2001

Selection List:

Class Type	Non-Hours Pay Type	Pay Type Group	Start Date	End Date
UNCLASSIFIED	ANLV			

Detail Data:

Start Date	End Date	Hours Type	Modified User ID	Modified Date
03/14/2001	00/00/0000			

Buttons at the bottom: New, Delete, Save, Close.

**DCDS Input Procedures
Distribution Matrix
Detail Data Window**

Follow the steps below to update or add a new Distribution Matrix.

Step	Field Name	Action
1	Start Date	Enter the date the change or new Distribution Matrix is to be effective. The default is the current date.
2	End Date	Enter the date the Distribution Matrix will no longer be effective. The default is 12/31/2222.
3	Hours Type*	Select the Hours Type from the dropdown list or enter the Hours Type.
4	Modified User ID/Modified Date	Displays the User ID of the last person who made modifications and the date modifications were made.
5	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save a new Distribution Matrix or changes.

**indicates a required field that must be entered*